

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

January 26, 2012

PRESENT: Keith Pamperin, Pat Finder-Stone, Tom Diedrick, Carole Andrews, Pat Hickey,
Lisa Van Donsel, Libbie Miller, Barbara Robinson, Marvin Rucker, Donajane Brasch

EXCUSED: Bill Clancy, Steve Daniels

ALSO PRESENT: Sunny Archambault, Devon Christianson, Arlene Westphal, Debra Bowers,
Christel Giesen, Laurie Ropson, Sherry Schuelke, Tina Whetung, Denise Misovec

PLEDGE OF ALLEGIANCE.

In Chairperson Diedrick's absence Vice-Chairperson Pamperin called the meeting to order at 8:40 a.m.

ADOPTION OF AGENDA: A motion was made by Ms. Finder-Stone and seconded by Ms. Miller to adopt the January 26, 2012 Agenda. **MOTION CARRIED.**

INTRODUCTIONS: Introductions were made by those present.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF December 1, 2011:

Sup. Andrews moved and Ms. Brasch seconded to approve the minutes of the regular meeting of December 1, 2011. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

CORRESPONDENCE:

A. SUE DACHELET OFFICE OF THE BLIND AND VISUALLY IMPAIRED:

Ms. Archambault referred board members to the thank you letter from Susan Dachelet, Field Supervisor for the Office for the Blind and Visually Impaired, included in the board packet. On behalf of the consumers served, Ms. Dachelet expressed appreciation to the ADRC for maintaining \$2,000 in our 2012 budget to provide adaptive equipment for consumers who are blind or visually impaired. This continuing collaboration to serve consumers has had a positive impact on many lives.

B. JOHN LUETSCHER-CORPORATION COUNSEL: Ms. Archambault referred board members to the correspondence from John Luetscher, Brown County Corporation Counsel. Ms. Archambault explained that over the years we have requested advice from Corp. Counsel and, most recently, asked for clarification of the role of the ADRC Board and the County in hiring a Director. In the past we have tried to follow County Policies as close as possible. Corp. Counsel has indicated that the ADRC is an independent entity and the ADRC Board of Directors has the exclusive responsibility and authority to appoint a director and set compensation. The Director and the Board of Directors are responsible for all other hiring decisions and the operational control of the corporation.

Although the ADRC is authorized to utilize whatever County service are needed, the use of these services does not change the character of the ADRC of Brown County, Inc. and it remains a distinct and separate entity from Brown County. Our relationship with the County is very beneficial to us and the county has been very generous with their time.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF THE DRAFT DECEMBER 2011 FINANCE REPORT:

Ms. Bowers reported a couple of outstanding expenses on the Preliminary 2011 End-of Year Expense Report, otherwise the report is fairly accurate. The \$411,708 for New Building Renovations on line 28 is in error and should be \$413,043.20. This includes

\$5,515.90 for property taxes on the building at 331 S. Adams of which we paid half and the seller paid half. The report also indicates an outstanding balance of \$2,000 in Meal Delivery. Under Energy Initiatives we received an energy incentive of \$57,142 from Focus on Energy Incentives bringing us under budget by \$18,000 on that project.

Ms. Bowers distributed an updated Preliminary 2011 End-of-Year Revenue Report as the report included in the packet had an error in the formula for the year to date balance of out actual budget. The new report would adjust what was budgeted for and what we actually received.

The Preliminary December 2011 Finance Report was received and placed on file.

Chairperson, Diedrick, arrived and took over the meeting from Vice-Chairperson, Pamperin at 9:02 a.m.

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Board Members reviewed the Restricted Donations of \$50 in memory of Harold & Margaret Carpenter for Alzheimer's Support, \$100 from Encompass Early Education for the 2012 Falls Prevention Program, \$1,000 from GGNSC Administrative Services for the Nutrition Program, a \$40,000 anonymous donation for agency use, \$500 from the Green Bay community Service Club for building decorations, \$50 in memory of Elsie Titus & Doris DeRuyter for programming, and \$500 in memory of Kathleen Zeutzius for programming.

Ms. Van Donsel moved and Ms. Miller seconded to approve the Restricted Donations. **MOTION CARRIED.**

C. REVIEW AND APPROVAL OF DEPRECIATION SCHEDULE: Ms. Bowers presented the Preliminary December, 2011 Designated/Undesignated Net Asset Report to board members. She reported that it is recommended that we keep 10% to 15% of our current year's operating expenses in an Undesignated Net Asset Account. The County suggests we keep 15 to 20%. Ms. Bowers reviewed the Preliminary Designated/Undesignated Net Asset Report noting that we have \$1,084,386 in our Undesignated Net Asset Account or operating reserve.

Ms. Bowers distributed the Nature of Activities and Significant Accounting Policies of the Aging & Disability Resource Center of Brown County. She referred board members to item #5, Property and Equipment. As of now all acquisitions of property and equipment in excess of \$300 are capitalized. Ms. Bowers requested board approval to change that dollar amount to \$5,000.

Mr. Pamperin moved and Ms. Van Donsel seconded to amend the agency depreciation policy to capitalize asset acquisitions of property and equipment in excess of \$5,000. **MOTION CARRIED.**

REGIONAL LTC ADVISORY COUNCIL PRESENTATION: Ms. Sherry Schuelke, Regional ADRC Quality Specialist with the Bureau of Aging and Disability Resources Division of Long Term Care, began by explaining that each ADRC governing/advisory board is being asked to appoint representatives from its membership to a Regional Long Term Care Advisory Committee. She opened by stating that the charge to the Regional Long Term Care Advisory Committee is to provide feedback and make recommendations to the Department of Health Services regarding the performance of the state's long term care programs, including managed care organizations, IRIS (Include, Respect and Self Direct), aging and disability resource centers, and the adequacy of services, living arrangements a community resourced needed by older persons and persons with physical or developmental disabilities. Ms. Schuelke reviewed the proposed Regional Long Term Care Advisory Committee Areas and noted that Brown County falls in the Northeast region along with Calumet, Oconto, Waupaca, Winnebago, Menominee, Shawano, Outagamie, Kewaunee & Manitowoc Counties. Each ADRC would send 3-4 board members representing at least 2 different target groups. She reviewed some questions for ADRC Governing Boards to use when gathering information and also some of the issues to be

addressed at these meetings. Regional Quality Specialists will attend ADRC governing/advisory board meetings early in 2012 to discuss the Regional Long Term Care Advisory Committees with a report being prepared in June, 2012 to be presented to the Wisconsin Department of Health Services and the Wisconsin Council on Long Term Care in July, 2012.

At this time Chairperson Diedrick asked for volunteers to serve on the Regional Long Term Care Advisory Committee. Ms. Finder-Stone, Ms. Hickey, Ms. Van Donsel, and Sup. Andrews volunteered.

Ms. Christianson, ADRC Assistant Director, gave a brief overview to information that has already been gathered and suggestions as to how our members might proceed collecting their data. They were instructed to have their findings and recommendations to Ms. Christianson by the February 23rd Board Meeting.

FAMILY CARE UPDATE: Ms. Christianson reported that she serves on the Long Term Care Council and last month the Department of Health Services (DHS) unveiled 7 Long Term Care Sustainability Policy Papers. These papers have been distributed as a form of guidance to the long term care system as the Family Care Caps are removed and expansion moves forward. The 7 policy areas address in the sustainability papers include: Residential Services, Youth in Transition, IRIS and Self-Directed Supports, Living Well at Home and in the Community, Family Care Administrative and Program Efficiencies, LTC-Family Care Benefits, and Employment Supports. Sustainability is the long term goal of the proposed policies and the recommended changes are intended to *“build to a better way”*. As advocates for older adults and adults with disabilities we want to help shape the policies as they unfold.

PERSONAL DAY BENEFIT – FRIDAY AFTER THANKSGIVING: Ms. Archambault explained to the board that ADRC policies state that staff have 4 Personal Days per year. This year the County took away 1 Personal Day and in place of it they are closing County Offices the day after Thanksgiving. Ms. Archambault stated that the ADRC staff voted on this and she is recommending that the ADRC follow the County on this matter.

Mr. Pamperin moved and Ms. Finder-Stone seconded to reduce the ADRC staff’s Personal Days to 3 per year and close the ADRC the day after Thanksgiving. **MOTION CARRIED.**

Ms. Finder-Stone moved and Ms. Hickey seconded to finish the agenda items and move the closed session to the end of the agenda. **MOTION CARRIED.**

DIRECTOR’S REPORT: Ms. Archambault reported on the following:

- The County Executive will appoint 2 new ADRC Board Members, Joan Swigert to represent aging and Beth Relich to represent the developmentally disabled population, at the next County Board Meeting. The County Executive will be contacting the tribe for a representative from Oneida.
- We began contracting with Aramark for our Homebound Meal Program on January 3rd. As expected when switching providers, there have been some complaints from consumers and issues and concerns with quality. Several items have also been taken off the menu. Aramark has been very cooperative in working with us to correct some of these problems. We are encouraging our consumers to give us feedback. We will continue to monitor things on a daily basis as we want this to work out these issues and concerns.
- Ms. Archambault brought up the issue of rural services. She noted the increased demand for volunteers for meals and transportation needs.

LEGISLATIVE UPDATE: Ms. Archambault distributed a handout by Tom Frazier regarding the new Wisconsin voter photo ID law that will go into effect with the the primary election scheduled for February 21, 2012. Even if you had a driver’s license that expired before November 2, 2011, including years before, it would still be recognized by the Department of Transportation’s Division of Motor

Vehicles as proof of identification. You would take the expired driver's license to the DMV to obtain a Wisconsin ID Card. If you ask for the ID Card for voting purposes, it will be free.

Ms. Finder-Stone added that the new redistricting is very confusing to voters. She suggested making sure you are registered and looking into voting by absentee ballot.

ANNOUNCEMENTS: Mr. Pamperin announced that Options for Independent Living will be holding their Nascar Event, a fundraising event for Options, on Sunday, February 26th at Stadium View Sports Bar in Green Bay.

NEXT MEETING DATE – February 23, 2012: The next Board of Director's Meeting is scheduled for Thursday, February 23, 2012.

PURSUANT TO 19.85 (1) OF WISCONSIN STATUTES – A CLOSED SESSION WILL BE HELD:

19.85 (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility – ADRC Director's compensation.

Return to Open Session: Chairperson Diedrick reported that the board agreed to the compensation for the director of \$83,000 effective March 5, 2012 with the potential for increases in 2013 and 2014 subject to performance evaluation.

ADJOURN: Mr. Pamperin moved and Ms. Van Donsel seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:15 a.m.

Respectfully submitted,

Arlene Westphal, Secretary